

ORDER

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION WESTERN-PACIFIC REGION

WP 6030.32B

7/15/82

SUBJ: CONTROL OF AIRWAY FACILITIES TECHNICAL ACTIVITIES

1. PURPOSE. This order establishes the requirement for Airway Facilities (AF) technical personnel to identify, program, and record completion or non-completion of required facility maintenance work.
2. DISTRIBUTION. This order is distributed in the Airway Facilities Division to the branch level; to Airway Facilities Sectors; and their subordinate field offices.
3. CANCELLATION. Order WE 6030.32A, Control of Airway Facilities Technical Activities, 3/15/76, is cancelled.
4. BACKGROUND. The objective of the Airway Facilities technical maintenance program is to accomplish 100% of the required maintenance on each facility. Emphasis on 100% accomplishment of scheduled performance checks and other maintenance tasks reinforces the need for thorough documentation of AF maintenance activities. To fulfill this requirement, WP Forms 6030-3 and 6030-3-1, AF Technical Activities Control Charts, were developed. WP Form 6030-3 is a General Purpose Control Chart that provides for fourteen technical activities per chart and the WP Form 6030-3-1 allows for seven technical activities per chart. In addition, programs have been developed and implemented at the ARTCCs that use the automated systems (STARS/MARS) for scheduling and recording completion of their periodic maintenance activities.
5. ACTION.
 - a. ARTCCs may document their periodic maintenance activities using the (STARS/MARS) automated systems providing the data recorded meets with the intent of this order. All other NAS facilities technicians and first level technical supervisors shall continue to identify, group, and program periodic maintenance requirements on WP Form 6030-3, AF Technical Activities Control Charts. Failure to complete all required tasks must be documented starting on receipt of this order.
 - b. In order to establish systematic control of the AF Maintenance Program at the facility level, technicians and first level supervisors shall:
 - (1) Identify facility periodic maintenance requirements.

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(2) Group performance checks and other maintenance tasks into manageable work units.

(3) Program these technical activities on one or more WP Form 6030-3. List required work according to schedule, i.e., weekly (W), bi-weekly (BW), monthly (M), quarterly (Q), semi-annual (SA), and annual (A). Do not include daily checks.

(4) Record completion of programmed work.

(5) Document non-completion of programmed work.

(6) Monitor and evaluate the Facility Maintenance Program.

6. DEFINITIONS.

a. Periodic Maintenance. Any scheduled preventive maintenance activities that include performance checks and other maintenance tasks mandatory to periodic maintenance activities. Examples are: Weekly, Quarterly, Annually, etc.

b. Performance Check. A periodic scheduled test, measurement, or observation of normal operating controls and functions, to determine whether a system, subsystem, or equipment is operating within its established tolerances or limits (i.e., doing its job satisfactorily at a given time). Examples are: Receiver Band Pass, Transmitter Frequency, etc.

c. Other Maintenance Task. Any periodic scheduled task other than a performance check, which is necessary to prevent deterioration and/or ensure reliable operation of the system, subsystem, or equipment. These tasks are not performance checks. Examples are: Lubricate motors, replace filters, etc.

7. WE FORM 6030-3, AF TECHNICAL ACTIVITIES CONTROL CHART. This is a general purpose chart on which specific and detailed maintenance programs are developed. This should be done locally by those primarily responsible for the Facility Maintenance Program - the facility technician and the first level technical supervisor. Key steps are:

a. Identify repetitive performance checks and other maintenance tasks required by facility and equipment handbooks. Identify supplemental activities required by AF sector management.

(1) Include all maintenance activities required by ALL handbooks applicable to the facility. Also indicate, for ready reference, the directive specifying the maintenance requirement.

(2) Do not change minimum maintenance requirements specified in facility and equipment handbooks. The exception is that AF sector managers may increase the frequency of accomplishment (reduce recycle time) or add technical activities necessary to achieve sector goals.

b. Group facility work requirements into manageable work units, i.e., related performance checks or other maintenance tasks that normally can be completed in one or two days work at the facility. For example:

(1) At a small RTR facility, a reasonable work unit is: Check all A/G receivers for sensitivity, squelch action, AVC, and audio.

(2) At a large RTR, the same maintenance requirement should be examined to limit the size of the work unit to manageable proportions. One way to do this is by limiting the scope of the requirement. For example:

(a) Limit by equipment configuration: Check receivers in Row 1 for sensitivity, squelch action, AVC, and audio.

(b) Limit by sub-system or equipment type: Check VHF receivers for sensitivity, squelch action, AVC, and audio.

c. Program AF technical activities on WP Form 6030-3.

(1) Use more than one chart if necessary to program total facility maintenance requirements in manageable work units. The charts are 10" x 14" and are printed on card stock. They are meant to be posted in the work area and should show at a glance what has been done and what needs doing.

(2) Appendix 1 illustrates WP Form 6030-3. This is a partial program for an RTR facility with VFC equipment. A second chart would be used to program technical activities relating to UHF equipment and annual requirements.

d. Record completion of required work with a date and initial. Use ink.

(1) Record the date and initials when required work is complete. Indicate partial completion (work started but not complete) with dates only. This record technique provides a ready reference to appropriate entries in the facilities maintenance log that describes that portion of work completed. This is particularly valuable when quarterly, semiannual, and annual work is accomplished over a period of several months.

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(2) Keep the chart uncluttered so the status of the Facility Maintenance Program can be determined at a glance.

e. Document non-completion of required work as outlined below. The purpose of our FAA Periodic Maintenance Program is to improve facility reliability through accomplishment of ALL scheduled activities. It is sometimes impossible to complete 100% for various reasons. These cases are to be documented on WP Form 6030-3 by entering a number in the initial/date block of the uncompleted task. (See Appendix 1.) Enter this same number on the back of the form under task missed, then complete reasons and initial blocks. A separate sheet may be used to record this non-completion information in lieu of WP Form 6030-3 as determined by the sector manager.

f. Monitor the Facility Maintenance Program. Technical supervisors should verify satisfactory completion and review causes of non-completion of programmed work at periodic intervals and report upwards on the status of the Facility Maintenance Program.

8. FORMS REQUESTS AND RETENTION.

a. Request AF Technical Activities Control Charts from the Airway Facilities Division. Initial supplies of new or revised charts will be distributed as they are developed.

b. Data blocks on FAA Forms 6030-3.

(1) The block labeled "S" or sched has been retained to show the appropriate schedule, i.e., W, BW, M, Q, SA, and A.

(2) A block labeled "T" or # tasks has been added and should be used to show the number of related tasks which are grouped to make up the technical activity. This is one factor that indicates the relative size of the activity.

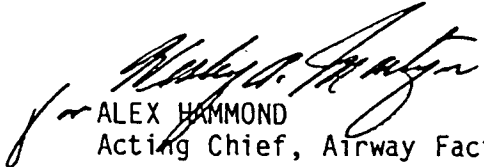
(3) A block labeled "U" or # units has been added and should be used to indicate the number of systems, subsystems, or units of equipment that are grouped to form the reasonable and manageable work unit. This is the second factor that shows the relative size of the technical activity.

(4) The back of each form will include space for documentation of uncompleted periodic maintenance.

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c. Retain AF Technical Activities Control Charts and documentation of uncompleted periodic maintenance activities at the facility for the regular retention period of three years. This will facilitate technical research by providing a cross reference to the FAA Form 6030-1, facility maintenance log, and will assure continuity of the Facility Maintenance Program.


ALEX HAMMOND
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Appendix 1

APPENDIX 1. SAMPLE WP FORM 6030-3 - FRONT

ONT RTR		A F TECHNICAL ACTIVITIES CONTROL CHART		VHF - VFC - P & S									
FACILITY IDENT & TYPE		YEAR 1975		SYS. SUB-SYSTEM, EQUIP									
PROGRAMMED WORK & REFERENCE		CHART 1 OF 2											
		JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
8 W	CHK FS TUNE (SHP 6000.4 P 33)	1	1	5	11	2							
T 5	CHK REMOTE CONT FUNCTIONS & AUDIO	7	15	19	26	15							
U 16	QUALITY T & R (6500.5 P 215)	8	20	24	31	20							
S W	CHK AUDIO QUAL A/G XTR & RCVR	3	10	14	21	2							
T 4	RECORD XTR & VOICE MOD.	17	24	25	31	26							
U 16	(6610.1 P 47 & SHP 6500.7 P 68)	3	10	14	21	2							
S H	CHK APT. MONITOR VOICE QUAL	3	10	14	21	2							
T 4	& REC (6640.1 PAR 41) RECORD	3	10	14	21	2							
U 16	VSWR (6610.1 PAR 47)	3	10	14	21	2							
S H	RECORD A/G RCVR SENS.	3	10	14	21	2							
T 4	SQUELCH, AVC, AUDIO	3	10	14	21	2							
U 16	(SHP 6500.7 PAR 68)	3	10	14	21	2							
S H	CHK SENS VTR RCVR. CHK GAIN &	3	10	14	21	2							
T 3	BIAS (6500.5 PAR 215)	3	10	14	21	2							
U 12		3	10	14	21	2							
S H	VISUAL CHK ANT SYSTEM. CHK	3	10	14	21	2							
T 3	AIR COND & VENT SYSTEM	3	10	14	21	2							
U 10	(APP 6970.4 P 88, APP 6970.10 P 7)	3	10	14	21	2							
S H	CHECK E/C MTRC	3	10	14	21	2							
T 1	(SHP 6980.3 PAR 149)	3	10	14	21	2							
U 1		3	10	14	21	2							
S Q	CHK A/G XTR. TUNING &	3	10	14	21	2							
T 2	1000 Hz MOD (6610.1 PAR 47)	3	10	14	21	2							
U 8		3	10	14	21	2							
S Q	CHK AUDIO LEVELS (6500.5 P 215)	3	10	14	21	2							
T 2	CHK VF HYBRID BALANCE	3	10	14	21	2							
U 8	(PTE 6500.9 PAR 58)	3	10	14	21	2							
S Q	VERIFY COMPLETION OF PROGRAMED	3	10	14	21	2							
T 5	WORK. CHK SUP. TEST WORK EQUIP.	3	10	14	21	2							
U 12	SAFETY FACTORS, FIRE EQUIP (6930.1 P 59)	3	10	14	21	2							
S SA	RECORD A/G XTR FREQ	3	10	14	21	2							
T 1	(6610.1 PAR 47)	3	10	14	21	2							
U 4		3	10	14	21	2							
S SA	CHK AUDIO FREQ RESPONSE ALL	3	10	14	21	2							
T 2	FAA 1142 SPEC & VC LINES	3	10	14	21	2							
U 8	(6500.5 PAR 215)	3	10	14	21	2							
S SA	CHK BLDG. GND. ROADS, ELECT SYS APP	3	10	14	21	2							
T 16	6900.9 APP 6940.8 P 7 APP 6940.7 P 6	3	10	14	21	2							
U 4		3	10	14	21	2							
S SA	CHK TEST EQUIP OPN	3	10	14	21	2							
T 1	6200.4A & SECTOR POLICY	3	10	14	21	2							
U 6		3	10	14	21	2							

NOTE: When a scheduled PM is missed, enter a number in the initial/date block for the uncompleted PM on the front of the form. Enter this same number of the back of this, or the optional form, under PM MISSED, then complete REASON and INITIAL blocks.

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APPENDIX 1. SAMPLE WP FORM 6030-3 - BACK

WE FORM 6030-3
BACK

RECORD OF NON-COMPLETION

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